

	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	51469-2297 Prepare in Duplicate Retain one (1) copy and forward original to address on left.
Reporting Agency		
Maryland Port Administration		
Division or Unit – Finance/Billing		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	PnO Invoice Copies #226000 thru 285000			2006			
2	DMT-Wharfage Resumes Barge Activity Billing January – June			2006			
3	DMT-Wharfage Resumes Barge Activity Billing July - December			2006			
4	DUNDALK Crane logs, big red, off/loads			2006			
5	DMT-Monthly Overflow SGT-storage (misc. lines)			2006			
6	SGT-over the road; barge backup, excess SGT-wharfage resumes & crane logs			2006			
7	Seagirt – BRMC storage			2006			
8	MIT/Seagirt Meds; ACL; Emirates Electric (all lines)			2006			
9	MIT/Seagirt CMA; Trac Lease			2006			
10	MIT/Seagirt China; Lykes; Hyundai			2006			
11	MIT/Seagirt Mrsk; Safbank; Klin; Yang			2006			
12	MIT/Seagirt Cosco; Hatsu; Lloyd RTG credit document.			2006			

13	MIT/Seagirt -- Ever DMT/Saudi storage; Wall (misc. billing)		2006			
14	RTG crane logs FMT -- vessel files Masonville -- vessel files		2006			
15	North & South Locust Pt. Vessel files, old log books (1990 thru 1999)		2006			
16	Leases Cancelled Low L/R #'s 12000 thru 19000 A thru E		2006			
17	Leases Cancelled Low L/R #'s 12000 thru 19000		2006			
18	Leases Cancelled Low L/R #'s 12000 thru 19000 I thru M		2006			
19	Leases Cancelled Low L/R #'s 12000 thru 19000 M thru S		2006			
20	Leases Cancelled Low L/R #'s 12000 thru 19000 S thru Z		2006			

I hereby give permission to the records keeper to mark the above boxes and have ready for disposal by approved recycling company. Kan A. Mon

I hereby certify that the records listed above were disposed of as indicated.

Signature [Signature]

Title Driver

Date 8/3/12

DGS 550-2 (rev. 1/93)

Alisha Jackson

Office Clerk I

8/3/12